



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DISTRICT ATTORNEY INVESTIGATOR IV

Class No. 005753

■ CLASSIFICATION PURPOSE

To perform a wide variety of investigations of alleged or suspected violations of criminal and civil laws; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This position is allocated only to the Office of the District Attorney. Incumbents are sworn peace officers with law enforcement duties. Under direction, incumbents are responsible for managing, supervising and coordinating the activities of an investigative unit or units in the Bureau of Investigation, to include supervising subordinate District Attorney Investigators, Paralegals and other support staff, and performing the most complex, sensitive and specialized investigations. District Attorney Investigator IV is the supervisory-level class.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, assigns, supervises and evaluates the work of subordinate investigators and support staff.
2. Reviews and monitors reports prepared for use in the valuation and prosecution of criminal cases.
3. Assists in developing and implementing investigative policies and procedures.
4. Provides expertise in investigative specialty areas such as narcotics, gangs, domestic violence and the Superior and Municipal Courts.
5. Performs the most complex, sensitive and specialized investigations.
6. Conducts investigations and surveillance and undercover operations.
7. Participates in multi-agency law enforcement task forces with Federal, State and local agencies.
8. Locates and interviews principles and witnesses, and protects and relocates witnesses.
9. Performs extradition of prisoners from other jurisdictions.
10. Prepares arrest and search warrant affidavits and participates in the execution of Federal, State and local arrest and search warrants.
11. Performs investigations for the Grand Jury.
12. Initiates civil and criminal fraud and hazardous waste investigations.
13. Participates in Federal, State and local law enforcement intelligence activities.
14. Performs County-wide misconduct investigations on elected officials, attorneys, police agencies, other county departments and private investigators.
15. Assists out-of-state law enforcement agencies.
16. Participates in law enforcement mutual aid incidents.
17. Participates in asset forfeitures with Federal, State and local law enforcement agencies.
18. Prepares reports for use in the evaluation and prosecution of criminal cases.

19. Analyzes books, records, and accounts.
20. Collects, compiles, provides for preservation and analyzes factual information.
21. Testifies in court.
22. Serves subpoenas.
23. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Non-Essential Functions:

1. Prepares diagrams, charts, and scale drawings; photographs crime scenes and other items of evidence.
2. Assists Deputy District Attorneys in arranging appearance of witnesses at trials and hearings and in presenting of evidence.
3. Operates electronic equipment.
4. Maintains logs, records, and files.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and techniques of criminal investigation including: gathering, preserving and presenting evidence, basic identification techniques and modus operandi.
- Laws of arrest, search and seizure, rules of evidence, and courtroom procedure.
- Interviewing and interrogation techniques.
- Principles and techniques of supervision and training.
- County customer service objectives and strategies.
- The General Management System in principal and in practice.

Skills and Abilities to:

- Gather, assemble, analyze, and evaluate facts and evidence to draw logical conclusions and to make sound recommendations.
- Prepare, review, and evaluate investigative reports.
- Obtain information through interview and interrogation.
- Operate photographic, electronic, and various scientific investigative equipment.
- Prepare diagrams, charts, and drawings.
- Prepare and execute legal documents such as subpoenas, affidavits, and warrants.
- Use firearms skillfully and effectively.
- Maintain logs, records, and files.
- Present evidence in court.
- Plan, assign, supervise, and evaluate the work of subordinate staff.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Two (2) years of experience comparable to District Attorney Investigator III with the County of San Diego, AND completion of the California P.O.S.T. or Federal law enforcement academy of ten weeks or longer, AND completion of the 80-hour District Attorney Investigation and Trial Preparation Course required by P.O.S.T.

Note: Investigative experience limited to jail, patrol, traffic, welfare fraud, probation, and non-sworn or private investigations is not considered qualifying.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Applicants must possess either:

1. A valid California Basic (or higher) P.O.S.T. Certificate; OR,
2. A certificate of completion of a Federal law enforcement academy of ten weeks or longer.

Working Conditions

Office environment; exposure to computer screens. Appointees may be required to perform investigative duties and assignments during irregular work hours.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Medical/Physical Exam:

Prior to appointment, candidates must be found by a licensed physician, to be free from any physical, emotional or mental conditions which might adversely affect exercising the powers of a peace officer. Employment offers are contingent on passing a rigid medical examination and a psychological evaluation. Vision must be at least 20/100 in each eye, correctable to 20/30 or better.

Peace Officer Provisions:

1. Appointees enter the County Retirement System as a Safety Member and are not covered under Social Security.
2. Appointees are "Peace Officers" as defined in Section 830.1 of the California Penal Code for the purpose of carrying out the duties of their employment, and as such will be required to purchase and carry a firearm, holster, and handcuffs.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Revised: November 3, 1995

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